

TO BE COMPLETED BY
INSTITUTE/CENTER

Request for NEW Professional Services Contract (PSC)

NOTE: Professional Services Contracts are used for acquisition purposes—i.e. as a means to acquire goods or services from an individual/vendor with advanced training and education in a particular field. Advanced training and education is typically demonstrated by a doctoral level degree. PSCs are not to be used for training purposes. The maximum limit for a PSC is an aggregate of 12 months.

DOCUMENTS REQUIRED:

- Completed NIH Form 829-1, Parts I & II: http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/Documents/nih829_all.pdf
- Copy of approved Professional Service Order or equivalent
- CV and Bibliography
- Copy of highest earned degree (e.g. M.D., Ph.D.)¹
- Evidence of supplemental funding, if applicable²
- Copy of passport biographical page for PSC **and** each dependent (including passport expiration date)
- If currently in the U.S.:
 - Copy of current Form I-94 for PSC **and** dependents
 - Copy of most recent visa for PSC **and** dependents, if available
 - Copy of immigration documents (see list to right)

¹ Include certified translation of all foreign language documents

² Include the name of the organization, amount of funding in U.S. Dollars, and duration of funding. The funding letter must be on the organization's letterhead and signed by an individual authorized to confirm the funding. If using personal funds, include financial institution bank statement in PSC's name, showing the total amount of funding in U.S. Dollars available for use while at the NIH. Funding for a NIH-sponsored J-1 must meet minimum stipend levels as indicated in Appendix 2 of the IRTA Program Automated Fellowship Payment System Manual Chapter:

<https://policymanual.nih.gov/2300-320-7>

IN ADDITION, INCLUDE THESE DOCUMENTS ACCORDING TO IMMIGRATION STATUS:

J-1 Transfer to NIH sponsorship:

- Copy of **all** Forms DS-2019 for J-1 **and** J-2 dependents

J-1 Student or Non-NIH J-1 sponsorship:

- Copy of **all** Forms DS-2019 for J-1 **and** J-2 dependents
- For J-1 Students, DS-2019 with Academic Training authorization
- For all other non-NIH sponsored J-1s, letter of authorization from RO/ARO

F-1 Student with CPT/OPT:

- Copy of **all** Forms I-20 (all pages) for F-1
- OPT – Copy of valid Employment Authorization Document (EAD)
- STEM OPT – If EAD is pending, copy of Form I-797, USCIS receipt notice
- Letter confirming on-campus employment at an off-campus location (OCE)

Adjustment Applicants (for LPR):

- Copy of valid Employment Authorization Document (EAD)

Other nonimmigrant classifications:

- Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work

*For any nonimmigrant classification not listed,
please consult with your DIS Team.*

*For DIS Processing Times, please refer to
[http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/
Pages/DISProcessingTimeChart.aspx](http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/Pages/DISProcessingTimeChart.aspx)*

NOTE: Individuals in this category are not covered by the Federal Tort Claims Act, therefore they are generally not permitted to have incidental patient contact. An exception can be made if malpractice insurance is purchased.

Send above documents via HAND-CARRY to DIS:

Building 31, Room B2B07
31 Center Drive MSC 2028
Bethesda, MD 20892-2028
Telephone: (301) 496-6166
FAX: (301) 496-0847

<http://www.ors.od.nih.gov/pes/dis/Pages/default.aspx>

*Using hand-carry ensures delivery to DIS.
DIS is not responsible for lost packages. Lost or misdelivered
packages are not grounds for DIS to expedite processing!!*

Keep copies of everything you send to DIS